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# COMMONWEALTH OF VIRGINIA



## OFFICE OF THE GOVERNOR

### Executive Order 24 (2002)

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#### **STATE EMPLOYEE FRAUD, WASTE, AND ABUSE HOTLINE**

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and under the laws of the Commonwealth, including but not limited to Chapter 1 of Title 2.2 of the *Code of Virginia*, and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby direct the State Internal Auditor to continue the anonymous State Employee Fraud, Waste, and Abuse Hotline (hereinafter known as the "Hotline") to encourage state employees to report situations where fraud, waste, or abuse may be occurring in Virginia's Executive Branch agencies and institutions.

There continues to exist within Virginia's government, as in every other state in the nation, an ongoing and continuing possibility of fraud, waste, or abuse in the conduct of government business. Despite the Commonwealth's historic reputation for honesty and integrity in the management of its affairs, we cannot be complacent. We must be diligent in ensuring that Virginia's state government is ethical and fiscally responsible.

State employees should continue to have the opportunity to report possible instances of fraud, waste, or abuse anonymously and without fear of retribution by using the Hotline. The State Internal Auditor shall be responsible for administering the Hotline. Through the Hotline, the State Internal Auditor shall:

- Provide assistance to Executive Branch agency heads in fulfilling their responsibilities for maintaining appropriate internal controls to protect against fraud, waste, and abuse.

- Make available to state employees a variety of means to report fraud, waste, and abuse in the Commonwealth's government business, one of which will be an anonymous toll-free telephone phone number, and also including, but not limited to, any other communications through the Governor's office, Cabinet Secretaries, agency heads, U.S. Mail, e-mail, fax, and the Internet.
- Implement a process for handling allegations of fraud, waste, and abuse received via the Hotline.

The State Internal Auditor, through the Executive Branch's network of internal auditing programs and agency fraud, waste, and abuse coordinators, shall ensure that investigation and resolution activities are undertaken in response to allegations received through the Hotline. The State Internal Auditor shall review the reported corrective actions taken to rectify any actual fraud, waste, or abuse identified.

The State Internal Auditor shall undertake its investigation and resolution activities in the most cost-effective manner available. Accordingly, he should assign responsibility for investigation and resolution to other investigative staffs where such responsibility is prescribed by law or where appropriate to avoid duplicating or replacing existing investigation and resolution functions.

State employees shall continue to be reminded of the Hotline through such measures as the *Commonwealth Currents*, payroll stubs, bulletin boards, websites, and Virginia's statewide government telephone directory.

All Executive Branch agencies of the Commonwealth shall cooperate with, and assist, the State Internal Auditor and all investigators to the fullest extent allowed by law. During the course of a Hotline investigation, investigators will have access to files, records, documents, personnel, facilities, property, and any other things necessary to conduct an investigation.

Under no circumstances shall anyone directly or indirectly interfere with a Hotline investigation, or induce or coerce others not to cooperate with investigators. Any attempt to directly or indirectly interfere with a Hotline investigation is also prohibited.

Under no circumstances shall anyone, directly or indirectly, attempt to identify or retaliate against someone suspected of calling or cooperating with the Hotline. This includes threatening to effect any reprisal; or taking, or directing others to take, or recommending, processing, or approving, any personnel action, or any other retaliatory actions, or attempts to do the same.

This Executive Order rescinds Executive Order Number Thirteen (98), Hotline for State Employees to Report Fraud, Waste or Abuse, issued by Governor James Gilmore

III.

This Executive Order shall be effective upon its signing and shall remain in full force and effect until June 30, 2006, unless sooner amended or rescinded by further executive order.

Given under my hand and under the Seal of the Commonwealth of Virginia this 26<sup>th</sup> day of June 2002.

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Mark R. Warner, Governor

Attest:

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Secretary of the Commonwealth